

United States Coast Guard

e-NOA Quick Reference Guide

The e-NOA is optimized for use with **Microsoft Internet Explorer** but will work sufficiently with Netscape, Opera, Mozilla and Apple's Safari browsers. As with many Internet sites, connection speed via an Internet Service Provider (ISP) will determine how fast the site loads and operates.



This version currently only supports single e-NOA submissions and is not intended or configured for updates to previously submitted NOAs. To change information on a previously submitted NOA, please send an email to sans@nvmc.uscg.gov with the updated information.

Once an e-NOA is submitted, the output file will be returned to our server, where the NVMC will validate the contents and send a reply via email **confirming the receipt** of the online submission. If there is any missing information, the Submitter will be notified via this email receipt and asked to provide it as soon as possible.

Getting Started

The e-NOA can be found on the National Vessel Movement Center (NVMC) homepage at www.nvmc.uscg.gov. Click on the **Submit NOA Online** button in the NVMC menu bar on any page of the website.

Create a User Account

1. Click on the **Create Account** link.
2. Fill out all required fields.
3. Click **Add User**.

Create a New NOA

1. Click on the **Add NOA** link.
2. Fill out all required fields.
 - a. Click **Add** or **Edit** under CDC, Previous Ports, Crew/Non-Crew to add new information to these data grids.
 - i. Click **Insert** or **Update** or click the **Cancel** link to exit without making changes.
3. Click **Submit NOA** at bottom of screen.

Reusing an Old NOA

1. Click on the **Copy** link.
 - a. *All information except for Arrival data will be copied to a new NOA record.*
2. Update all required fields **that have changed** since the previous submission.
3. Fill out new Arrival information.
4. Click **Submit NOA** at bottom of screen.



All items marked with an asterisk (*) in the e-NOA web application must be filled in for the record to be considered complete.